

A-11a PROCEDURE Expense Reimbursement

1. Board Members will be reimbursed for expenses incurred in carrying out its in-service policy through the following procedures
 - a. All expenses incurred by Board Members will be itemized on a College Expense Form ([form P-24](#)) and presented for ratification by the Board.
 - b. Board Members may choose to purchase tickets for travel directly and be reimbursed upon presenting the ticket receipt or may request that the President's Office have the cost billed directly to the College. Local travel is a reimbursable expense. Expenses incurred in the use of a privately-owned vehicle will be reimbursed at the standard mileage rate as established by the Internal Revenue Service. Board Members may request reimbursement for use of a rental car while in attendance at meetings out of the College Area. A receipt is required.
 - c. Board Members will use the most reasonably economical method of transportation, taking into consideration the least amount of time and cost of meals, lodging, and other expenses. In calculating comparison costs, air fare costs shall include airport parking, shuttle service, tips, and mileage from home to airport and back. The Board may approve more costly methods under exceptional circumstances.
 - d. Lodging incurred while traveling outside the College Area may be reimbursed upon presentation of a receipt.
2. As it is in the best interest of the College to recognize service by Board Members, employees, and volunteers, the Board hereby authorizes the Board Chair and the President to determine when and to whom plaques, certificates of achievement, or other items of value shall be granted, provided that no such plaque, certificate, or other item of value to be awarded shall cost more than \$100.
3. When appropriate because of the time, length, or other factors, sandwiches or meals may be provided to Board Members, employees, and volunteers attending hearings, meetings, staff development programs, or in other appropriate or necessary situations.
4. Nonalcoholic beverages and refreshments may be provided for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations or during or immediately following their participation in any activity approved by the Board.
5. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board Members, employees, or volunteers, provided the cost per person, to be paid by the College, does not exceed \$50.

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Section A approved by Board of Governors 1.21.20

effective 02.01.20

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6. College or other public funds shall not be used to pay for any expense incurred by the spouse of a Board Member, employee, or volunteer, unless said spouse is also a Board Member, employee, or volunteer.
7. Payment or reimbursement of expenses incurred by Board Members, employees, or volunteers which may be otherwise specifically permitted by law may also be allowed as provided by any such law.

To view a full size expense reimbursement form, click on this link ... [P-24 FORM](#)

Related Policy: A-11

Adopted: 07/15/97

Reviewed: 12/16/08, 10/15/18, 02/01/20

Revised: 12/16/08, 8/20/19, 02/01/20

Web link:

Tags: compensation, board member expenses, expense form ([P-24](#))